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Churchill Simplis Shorthand



A SYSTEM OF LIGHTLINE WRITING DESIGNED TO
MEET THE REQUIREMENTS OF OFFICE
STENOGRAPHERS AND
REPORTERS

—BY—

GEO. T. CHURCHILL
Grand Rapids, Michigan

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CHURCHILL SIMPLIS SHORTHAND.

LESSON I.

STRAIGHT CONSONANTS.





















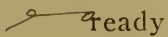








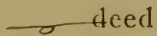


								
SH	CH	J	T	D	R	L	TH	H
Traced downward			Traced from left to right				Dot	

VOWELS.

O A E or I (short as in LIT)

Remark. Write by sound, omitting obscure or silent letters; as, either. Spell it, e-th-r.

1. When a straight stroke begins or ends with a circle, turn it in the direction of the hands of a watch. See lines 1, 2, 3 and 4.
2. When a circle comes between two strokes forming an angle, turn it outside of the angle. See lines 5 and 6.
3. O may be omitted in the middle of words, but its insertion is always in good form if a better outline can be secured by its use. See line 7.

1.		each		edge		eat		had
2.		heat		here		hitch		hat
3.		she		low		oath		or
4.		ought		show		tea		day
5.		ditch		lead		lit		read
6.		ready		rich		wrath		wreath
7.		lot		wrote		load		lodge
8.		three		deed		cheat		death

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LESSON I—Continued.

WORDS TO BE WRITTEN IN SHORTHAND.

jet	lath	ear	lady
aid	latch	hear	her
hair	heal	red	teeth

Write answers to the following questions:

In what direction is R and L made ?

What can you say regarding the length of TH?

How is the circle written between two strokes forming an angle?

How is the circle turned on straight strokes not forming an angle?

What can you say regarding the use of silent or obscure letters?

LESSON II.

WORDSIGNS AND CONTRACTIONS.

It is a safe estimate that one hundred and fifty of our common words, repeated time and again, make up at least half of the English language. It would be unwise to use long forms for these words.

If a word is contracted to a single stem, it is called a wordsign. If the shortening process leaves the word with two or more strokes, it is usually known as a contraction.

Care should be exercised in making these outlines perfectly, and they should be thoroughly committed to memory.

Two or more words, not of the same parts of speech, may be represented by the same sign, and the right word is easily determined by context.

PHRASING.

Judicious phrasing is an aid to both speed and legibility. A phrase may be made where two or more words join easily, and their grammatical construction will permit of phrasing. See list of phrases below.

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LESSON II—Continued.

PUNCTUATION.

A period may be represented by leaving a space between sentences, or by the use of a small cross.

Where other punctuation marks may seem necessary, they may be used as in longhand. The dash, however, should be cancelled by a stroke made in the direction of TH.

WORDSIGNS.

/ ship-short	— would-dollar	○ at-able
/ which-change	/ are-our-recollect	
/ judge	/ well-will	○ he
— it-the	\ that-thousand	. a-an

PHRASES.

/ the judge	δ that he	∠ change it
∠ judge the	∪ will he	σ at our
L that the	∪ he will	σ at it-the

SENTENCES FOR PRACTICE.


He will recollect it. Are the lath here? He will judge
the tea. Would he recollect it? She will read the ad.

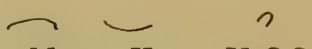
WRITE IN SHORTHAND.

Would he load the tea or the lead? He will show the lad each day. She will deed each a dollar. He will recollect the wreath.

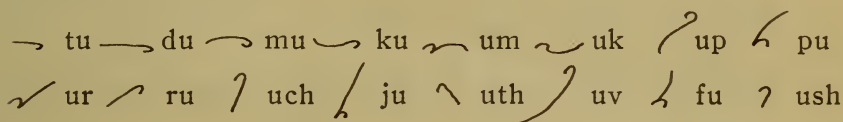
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LESSON III.


 P B F V
 Struck down


 M K U-OO
 Left to right

4. U is joined as a hook when convenient, allowing the pen to take the same motion used in making U. When U does not join as a hook, an angle is formed. Note the following joinings:































5. When the first or second stroke is a curve, and the two strokes do not form an angle, place the circle inside of the first curve. See line 4.

Remark. No angle is considered between P and B and a following straight stroke. See line 10.





















Likewise, no angle is considered between T and F-V or D and F-V. See line 11.

Make a distinct angle between R and F, and between L and F or V. See line 11.













1	 him	 owed	 fee	 if
2	 home	 me	 off	 half
3.	 heavy	 act	 fit	 vim
4.	 pick	 meek	 ream	 lamp
5.	 back	 feed	 team	 bath
6.	 deem	 fellow	 meal	 achieve
7.	 to	 do	 through	 up

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LESSON III—Continued.

- | | | | | |
|-----|--|---|--|--|
| 8. |  whom |  coop |  cool |  food |
| 9. |  room |  rule |  tool |  tour |
| 10. |  beet |  boat |  pair |  pour |
| 11. |  Dave |  doff |  rove |  live |
| 12. |  Ruth |  covet |  omit |  left |

WORDS NOT NECESSARY TO VOCALIZE.

 bad	 came-come	 like	 much
 book	 check	 made	 take-took
 bought	 cut	 make	 them

TEST WORDS TO BE WRITTEN IN SHORTHAND.

coal	free	halve	job	joke	flat
both	load	meat	oak	pay	love
lock	leak	choke	tame	three	fair

WRITE ANSWERS.

Join U to the following letters both at the beginning and end: p, t, k, m, j, l.

Write, love, dove, covet.











Write, leave. Give vowel rule.

Write, pair, and Dave, and give the rule.

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LESSON IV.




























WORDSIGNS.

	hope-put-prompt-ly		am-may
	be-but		of
	for		all
	have		you
	can-kind-ly		your

PHRASES.

"To" may be phrased without the vowel when a better joining may be had.

"Your" may be phrased the same as "you."

	are you-r		have you-r		to be
	will you-r		would you-r		to pay
	will be		would be		do the-it
	to you-r		would have		to have
	do you-r		of the-it		for you-r
	can you-r		may the		he can
	can the		have the		he may
	you can		for the-it		he may have
	you have		to the-it		he may be

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LESSON IV—Continued.

SENTENCES FOR PRACTICE.

He will pay a dollar for the room.

He wrote me to take the check.

You may pay for the load of coal.

Will you make room for the lamp?

The judge will pay for the team.

Have you change for a dollar?

He will pay a dollar for the room.

He wrote me to take the check.

You may pay for the load of coal.

Will you make room for the lamp?

The judge will pay for the team.

Have you change for a dollar?

WRITE IN SHORTHAND.

Emma may take her hat to her home.

The judge may take the whole of it.

You may take the boat back.







A meal may be bought for a dollar.

He may take the coke or the coal.









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LESSON V.





SECTION I.

 W  WH  Y  G  S-Z (down)  N (up)

6. W has the sound of U and is represented by the character for U. W is usually followed by a vowel, and care should be taken to keep the circle vowel outside the hook.

 we  way  woo  wait
 wake  willow  widow  weave

7. WH is phonetically sounded HW, as in WHAT. Leave off the H and we have WAT, but by prefixing the sound of H, we get HWAT, or as spelled, WHAT.

 wheat  whack  wheel  whip

8. Y has the sound of long E at the beginning of words and is given the same sign as for E. A loop is formed for the joining of any two circle vowels, hence Y followed by a circle vowel would be indicated by a loop. The loop is small for E and larger for A and O.

 Yale  yet  year  yoke

9. G is joined to R and L by using a large hook at the beginning.

 grave  glib  gradual  grab









10. S has two forms called first and second S, which are traced downward. When S is used alone the second form is written.

 his  easy  see  say

















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LESSON V—Continued.













When no vowel intervenes, the first S is used without forming an angle before consonants traced from left to right. This naturally forms a hook which should be made small to tell it from G before R and L. There is no appendage more easily formed than a hook, and S being of frequent recurrence, adds a speed giving quality found in no other system.

 stop	 steep	 slack	 slip
 school	 smell	 scar	 skill

Turn S in the most convenient way when joined to other strokes. Select the one making the best joining. When both joinings are equally good, use the second S.

 said	 hustles	 grass	 glass
 rose	 scarce	 steps	 saves
 spools	 schools	 lose	 pays
 face	 case	 miss	 aims





SeS or ZeS is made by joining both forms of S without an angle. In forming SeS after vowels, all that is necessary is to turn S in the opposite direction from the natural way.

 basis	 races	 graces	 causes
 laces	 loses	 cases	 faces
 passes	 misses	 losses	 gases

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LESSON V—Continued.









11. SH represents the syllable, tion, sion, etc.

 addition  session  fashion  accession



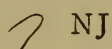



SECTION II.

12. N like S has two strokes, but instead of being traced downward, they are traced with a forward and upward movement. The two forms will be known as first N and second N.





When N is the only stroke, or where there appears to be no choice, use the first N.

 on  green  loan  need
 phone  man  evince  sense

N may be joined to SH, CH, J, F, V and S, without an angle at the beginning of words, thus forming a hook. N as a hook will not clash with U, but if it seems desirable to make a difference the N hook may be made larger than the hook for U. N, like S is of very frequent recurrence and the hook is a great aid to speed. Note the following joinings:

 NSH  NCH  NJ  NF  NV  NS


When the first N does not make a good joining, use the second N.





 again  gone  snow  keen

The second form of N may be used as a hook at the end of M, P, B, CH, J, F, and V, and by turning it over a little, it can also be used after T, D, and K. The hook should be made small so that it will not conflict with G or R.

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


LESSON V—Continued.

 open  even  often  happens





 sadden  deaden  reckon  taken



 broken  spoken  button  leaden

As it is not convenient to add S to N when used as a hook after T, D, and K, the hook is made large for NS.

 reckons  residence  deadens  saddens





GENERAL EXERCISE.

 action  person  resume  laces

 ambition  section  oven  whale

 Yale  yell  annual  argue

 coupon  rush  yellow  course

 esteem  famous  fix  taxes

 flourish  gossip  gymnast  knew

 loans  loss  losses  motion

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LESSON V—Continued.

WORDS NOT NECESSARY TO VOCALIZE.

been get-got girl inch
jump file thought those

WORDS TO BE WRITTEN IN SHORTHAND.

ease	face	frame	same
code	piece	sack	safe
cash	stops	push	sacks

TEST QUESTIONS.

Write S joined as a hook to all consonants taking the form of the hook.

Is a hook ever used if a vowel comes between S and the following consonant?

Why may N be made smaller as a hook after F than before?

How is W formed?

What usually follows W?

How are the vowels joined to W? Illustrate.

How is Y formed?

How is Y represented in connection with the circle vowels?

Explain the difference between N and S.

What form may N take after f, v, p, b, t, d, k, and m, when no prominent vowel intervenes?

In what direction is S turned after a vowel to represent SES, or ZES?

Write ten words indicating the use of N and S.

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LESSON VI.

WORDSIGNS.

U ago-go-good

— know-no-not

/ in-any

) as-is

Remark. AS and IS may be reversed in phrasing.

PHRASING.

↗ as it is — would not ↗ shall not

⋈ as good as → do not ↗ shall you-r

↗ as well as ⋈ in any → take pleasure

↗ as much as ↗ is not ↗ we shall

↗ the good ↗ is the → should we

σ at any ↗ is as ↗ to go

σ at once ↗ is his ↗ to see

7 in which ↗ as it ↗ to say

↗ in no ↗ as it has ↗ to which

CHURCHILL SIMPLIS SHORTHAND.

LESSON VI—Continued.

SENTENCES FOR PRACTICE.

We are ready to ship the goods to you.

Shall Ruth take your check?

No. Fred will take it. He will get the cash for you.

We shall take pleasure to do all we can for you.

It is said that the session will issue a
book for the new course in our school.

Handwritten shorthand for the sentences above:
2 go - L u - n x ✓
- - L ? - - -
s o - p h x 2 y -
c 2 h - - - -
L L o e r - - -

WRITE IN SHORTHAND.

We know he would not ship the books.

It will be good of you to go to see him.

James will not take her home.

No good girl will gossip in school.

We shall deem it a pleasure to help
you get the goods.

The famous gymnast happens to be at our home.

CHURCHILL SIMPLIS SHORTHAND.

LESSON VII.

DIACRITICAL MARKINGS FOR VOWELS.

^o	i as in bit		
	{ e as in bet	^o	{ o as in not
^o	{ e as in fern		{ o as in cord
	{ i as in bird	^o	{ a as in all
	{ u as in urn		{ o as in old
^o	e as in beat	^o	u as in up
	{ a as in at		{ oo as in wool
^o	{ a as in ask		{ u as in full
^o	{ a as in late	^o	{ oo as in food
	{ a as in fair		{ u as in rude

DIPHTHONGS.

^o	i as in ice	^o	ew as in dew
^o	oi as in oil	^o	ow as in now

15. Vowels, especially O, are quite generally omitted in words of two or more syllables. They are inserted in long words more for the ease of writing than because they are really essential to legibility.

Where vowels are omitted they may at any time be indicated by a diacritical mark placed just under the position of the vowel had it been inserted. See lines 1, 2, 3 and 4.

U and Ow are almost always omitted before N and M, and combinations formed from these sounds, in the middle of outlines. See lines 5 and 6.

EU is generally contracted to U. See line 7.

Where two vowel sounds come together, the most prominent is generally used. See line 8.

THE [illegible] OF [illegible]

BY [illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

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LESSON VII—Continued.

One of the missing vowels may be indicated by placing a dot inside the circle. See line 9.

Quite frequently vowels join in their natural order. See line 10.





Two vowels containing a Y sound may be indicated by a loop. See line 10.

E, I, and U before R, are represented by a small circle. See line 11.

16. The Voiced sounds, Z, ZH, and TH, as in ZEST, or LATHE may be distinguished from the light sound of S, SH, or TH, as in SET, or LATH, by placing a dot after and a little above the character, if it should be found desirable for the sake of distinction. While S and Z; SH and ZH; and the two sounds of TH, are represented by like signs, there is scarcely ever any trouble experienced in reading, as context will determine the right word. See line 12.


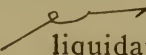


17. B, D, and R, are seldom vocalized when used as prefixes. See line 13.

PRACTICE EXERCISE.

1.  profit  prohibit  mention  repeat

2.  guilt  price  pupil  shop

















































3.  bold  presume  finish  dozen

4.  adopt  liquidation  requisite  rubber

5.  announce  down  none  run

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LESSON VII—Continued.

6.  summon  soon  medium  town
7.  youth  music  new  lieu
8.  lion  radius  theory  museum
9.  boa  Owen  poet  snowey
10.  payee  Lois  Lydia  mania
11.  her  hurry  fur  burr
12.  zest  zero  lathe  bathe
13.  below  deceit  retain  refrain
14.  I  high  recite  divine
15.  size  life  sight  sign
16.  royal  spoil  oil  boy
17.  bow  now  few  view

WRITE IN SHORTHAND AND MARK THE VOWELS.

fail	fair	fraud	grain	hate
laid	law	lack	neat	rate

CHURCHILL SIMPLIS SHORTHAND.

LESSON VII—Continued.

recourse	seat	repair	section	seem
sketch	skill	stove	tax	yacht
retain	swallow	vain	mark	sustain

WRITE ANSWERS.

In what way may S be distinguished from Z?

How many sounds has TH? Give words with the different sounds.

What is the rule for U and OW, before N and M, in the middle of outlines? If the word would make a better outline to insert the vowel, would it be wrong to do so?

















Write five words omitting the vowels and using the diacritical markings instead.

What can you say of B, D, and R, when used as prefixes?

If a better joining could be obtained, can the vowel be used?













LESSON VIII.

CONTRACTIONS BEGINNING WITH VOWELS.


































	about-object		ignorant		was		wire
	acknowledge		one		week		while
	advantage-avenue		order		were		wish
	allow		organ		what		word

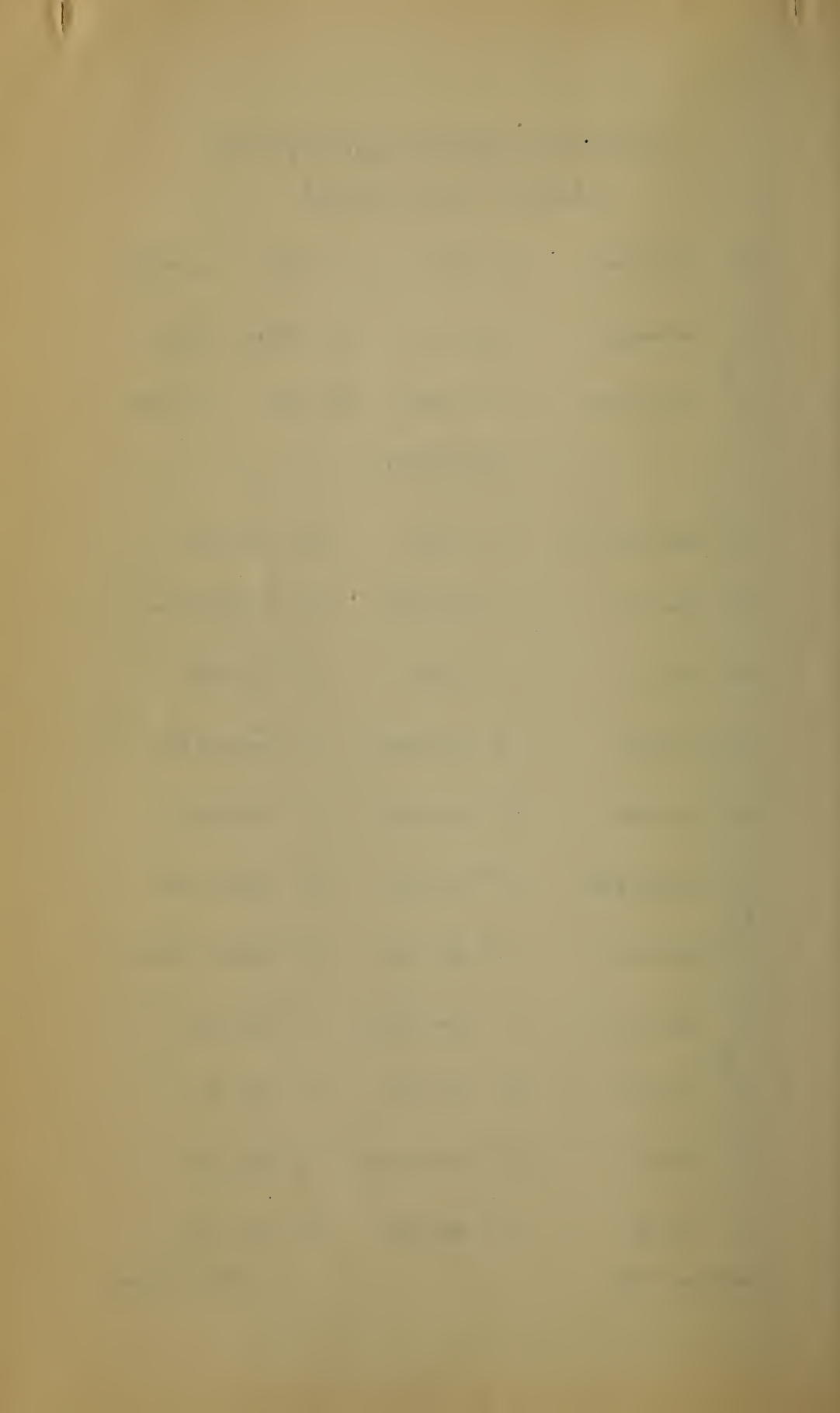
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LESSON VIII—Continued.

 America-n	 out	 when	 world
 although	 use	 where	 yes
 ever-every	 usual	 why	 with

PHRASING.

 am-may not	 of all	 we may
 are not	 of your	 we may not
 are of	 of our	 we will
 all day	 of which	 we will not
 be able	 our own	 were not
 to be able	 on your	 which will
 had not	 use any	 which will not
 have not	 use it-the	 will not
 I have	 we are	 no, sir
 if not	 we are not	 yes, sir
 in all	 we can	 you can



CHURCHILL SIMPLIS SHORTHAND.

LESSON VIII—Continued.

PRACTICE SENTENCES.

He will go to America as usual.

I wish to be with you when you are here.

Jack will be here in one week.

Will you allow me to take it to you to-day?

We may be able to see you. He was here one week.

I acknowledge the good we got out of it.

How may we know where to get the books?

He will go to America as usual.
I wish to be with you when you are here.
Jack will be here in one week.
Will you allow me to take it to you to-day?
We may be able to see you. He was here one week.
I acknowledge the good we got out of it.
How may we know where to get the books?

WRITE IN SHORTHAND.

If you will order your goods of us, we will ship every week while you are in need of them.

You should take a thorough course in our school.

We were ignorant of the new way the organ came to be made.

We would like to have the book in a week, but we may not be able to get it.

You may wire us if the goods can be bought to advantage in about a week.

He will allow the usual fee if you take a flat rate.

We should not keep a team while feed is so high.

The motion of the boat was easy and it came to a gradual stop.

THE HISTORY OF THE

REIGN OF

CHARLES THE FIRST


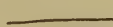

BY
JAMES CLAYTON
OF THE MIDDLE TEMPLE
ESQ.
IN TWO VOLUMES.
LONDON:
Printed by J. Sturges, in Pall-mall.
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CHURCHILL SIMPLIS SHORTHAND.




LESSON IX.


DOUBLE AND TRIPLE CONSONANTS BLENDED.

 ReL  TeD-DeD  TeM-DeM

 M  MeR  MeL

 N  NeR  NeL

 K  KeR  KeL

 N  TR-DR  TL-DL

 NT-ND  NTR-NDR  NTL-NDL

Remark. MR, KR, NR, and NTR are made longer than M, K, N, and NT, while those ending in L are longer than the R combinations. M, N, and K are given above for comparison in getting the relative lengths correctly. The blends are pronounced as syllables with a short vowel occurring in the middle. It sometimes happens that a prominent vowel may be admitted if in this way a decidedly better outline can be secured. See DEMAND, line 4. Short vowels are usually omitted before N and combinations beginning with N. See ENERGY, line 12.

PRACTICE EXERCISE.

1. rely reliance relation



2. date dead debt



THE HISTORY OF THE

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CHURCHILL SIMPLIS SHORTHAND.

LESSON IX—Continued.
















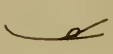





























3.	duty	steady	detach			
4.	attempt	damage	demand			
5.	demurrage	wisdom	demolish			
6.	Homer	rumor	merchant			
7.	camel	family	fumble			
8.	career	crop	decorate			
9.	occur	secret	broker			
10.	clear	color	cultivate			
11.	o'clock	buckle	local			
12.	owner	energy	nervous			
13.	manner	meaner	honor			
14.	annul	flannel	final			
15.	destroy	eastern	history			
16.	restoration	restriction	restrain			
17.	secretary	senator	straighten			

























Table 1. Summary of the data collected during the 1998-1999 season.

Source: Author's calculations.

Year	Area	Population	Area	Population
1998	Area 1	1000	Area 2	1000
1999	Area 1	1000	Area 2	1000
2000	Area 1	1000	Area 2	1000
2001	Area 1	1000	Area 2	1000
2002	Area 1	1000	Area 2	1000
2003	Area 1	1000	Area 2	1000
2004	Area 1	1000	Area 2	1000
2005	Area 1	1000	Area 2	1000
2006	Area 1	1000	Area 2	1000
2007	Area 1	1000	Area 2	1000
2008	Area 1	1000	Area 2	1000
2009	Area 1	1000	Area 2	1000
2010	Area 1	1000	Area 2	1000
2011	Area 1	1000	Area 2	1000
2012	Area 1	1000	Area 2	1000
2013	Area 1	1000	Area 2	1000
2014	Area 1	1000	Area 2	1000
2015	Area 1	1000	Area 2	1000
2016	Area 1	1000	Area 2	1000
2017	Area 1	1000	Area 2	1000
2018	Area 1	1000	Area 2	1000
2019	Area 1	1000	Area 2	1000
2020	Area 1	1000	Area 2	1000

CHURCHILL SIMPLIS SHORTHAND

LESSON IX—Continued

18.	tariff	true	western			
19.	delay	bridle	idle			
20.	found	send	land			
21.	rent	abundant	accident			
22.	attend	indict	entitle			
23.	renter	entertain	winter			
24.	rental	candle	mantel			
25.	guarantee	industry	intend			

WRITE IN SHORTHAND.

dry	close	clothe	drain	draw
entire	elevator	factory	fluent	futile
hinder	fiddle	induce	prudent	release
relieve	sacrifice	study	track	trick
train	travel	tree	custody	render
wind	window	hunter	stand	secondary

Which is the shorter and easier way to write T and R, in the regular way, or by using the blend?

In what way do the blends save time and energy in writing?

What can you say regarding the frequency of the combinations represented by the blends?

THE ANNALS OF THE AMERICAN PHYSICAL SOCIETY

1891	1892	1893	1894	1895
1896	1897	1898	1899	1900
1901	1902	1903	1904	1905
1906	1907	1908	1909	1910
1911	1912	1913	1914	1915
1916	1917	1918	1919	1920
1921	1922	1923	1924	1925
1926	1927	1928	1929	1930
1931	1932	1933	1934	1935
1936	1937	1938	1939	1940
1941	1942	1943	1944	1945
1946	1947	1948	1949	1950
1951	1952	1953	1954	1955
1956	1957	1958	1959	1960
1961	1962	1963	1964	1965
1966	1967	1968	1969	1970
1971	1972	1973	1974	1975
1976	1977	1978	1979	1980
1981	1982	1983	1984	1985
1986	1987	1988	1989	1990
1991	1992	1993	1994	1995
1996	1997	1998	1999	2000
2001	2002	2003	2004	2005
2006	2007	2008	2009	2010
2011	2012	2013	2014	2015
2016	2017	2018	2019	2020
2021	2022	2023	2024	2025

CONTENTS















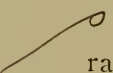


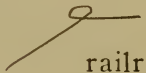





















1891	1892	1893	1894	1895
1896	1897	1898	1899	1900
1901	1902	1903	1904	1905
1906	1907	1908	1909	1910
1911	1912	1913	1914	1915
1916	1917	1918	1919	1920
1921	1922	1923	1924	1925
1926	1927	1928	1929	1930
1931	1932	1933	1934	1935
1936	1937	1938	1939	1940
1941	1942	1943	1944	1945
1946	1947	1948	1949	1950
1951	1952	1953	1954	1955
1956	1957	1958	1959	1960
1961	1962	1963	1964	1965
1966	1967	1968	1969	1970
1971	1972	1973	1974	1975
1976	1977	1978	1979	1980
1981	1982	1983	1984	1985
1986	1987	1988	1989	1990
1991	1992	1993	1994	1995
1996	1997	1998	1999	2000
2001	2002	2003	2004	2005
2006	2007	2008	2009	2010
2011	2012	2013	2014	2015
2016	2017	2018	2019	2020
2021	2022	2023	2024	2025

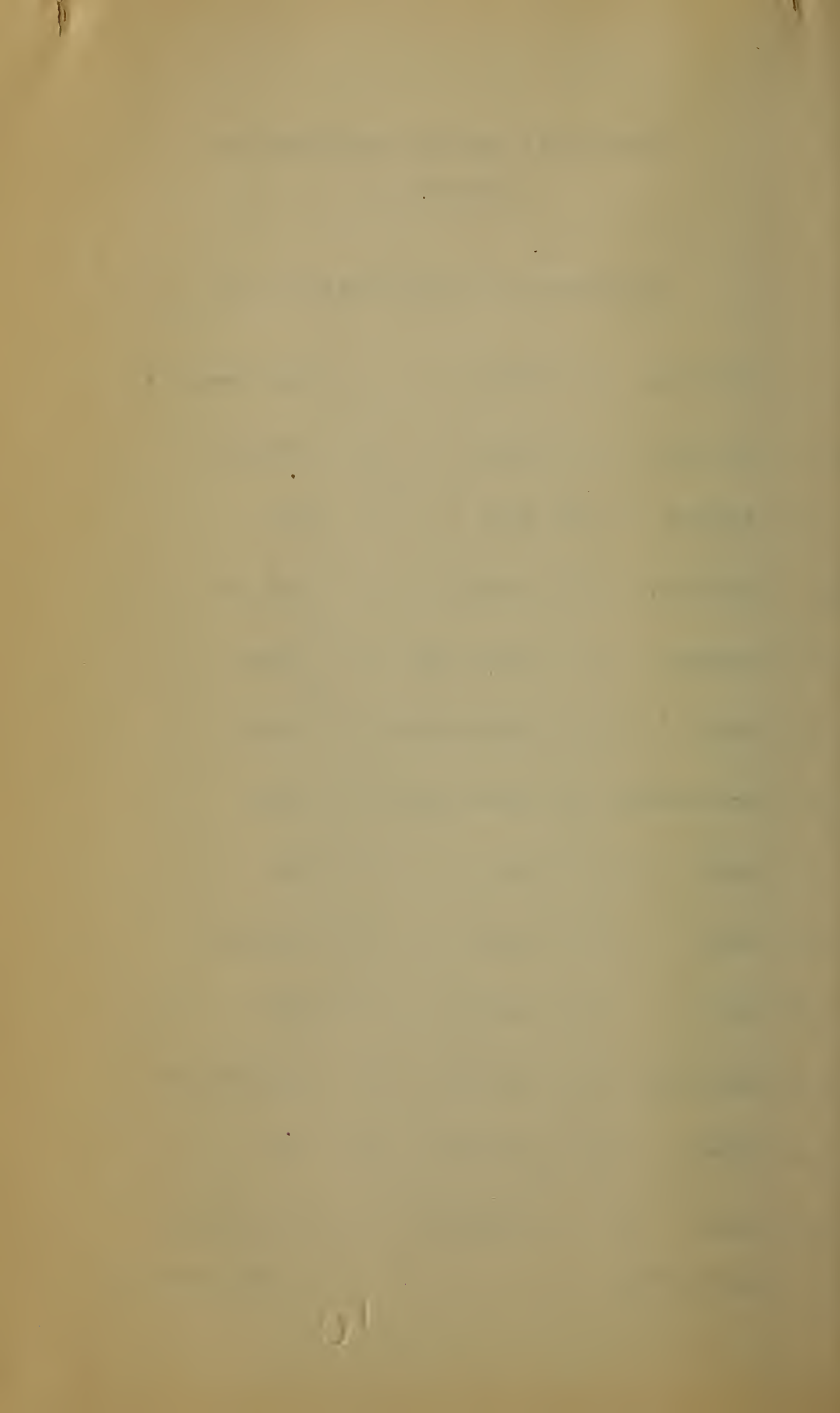
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CHURCHILL SIMPLIS SHORTHAND.

LESSON X.

WORDSIGNS AND CONTRACTIONS.

















	Accord-car		deliver		hence-instant-ce
	accordance		direct		individual
	Christian		draft		into
	corporation		duration		near-nor
	cordial-ly		during-trust		railway
	correct		(on) and-end-hand		railroad
	correspondence		endorse-ment		street
	credit		(or) enter		time
	crowd		entitle		tomorrow
	claim		entrust		trade
	clerk-collect		equal-ly		hundred-under
	declare		gentleman		want
	decline		gentlemen		went-interest



CHURCHILL SIMPLIS SHORTHAND.

LESSON X—Continued

PHRASING.

 at any time	 what to do
 at which time	 in a day or two
 at hand	 it will
 is at hand	 it will be
 is the time	 on hand
 in our	 to our
 in time	 to do
 in accordance	 to-day

It will be to your advantage to take a Sixth Avenue street car.

Will you kindly go with me to headquarters tomorrow?

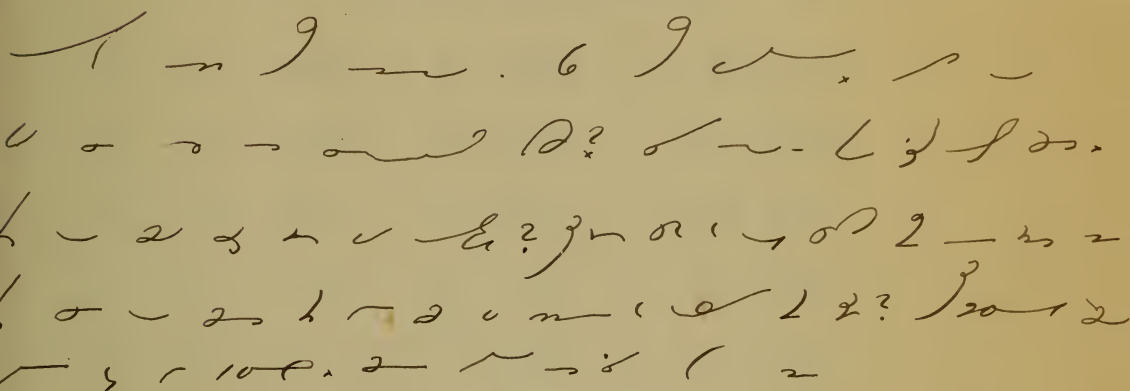
He will take the check for his draft in a day or two.

Gentlemen: Can we not send you some of our dress goods? We have them on hand and can ship at any time if it would suit you. Yours truly,

Gentlemen: What can we do for you in the way of wood and coal for the season? We have 20 cars that we can load and ship in ten days. We would like to hear promptly. Yours truly.

CHURCHILL SIMPLIS SHORTHAND.

LESSON X—Continued



WRITE IN SHORTHAND.

Gentlemen: We hope to be able to get your orders for coal in a short time. We can ship promptly and coal is not as high as it will be late in the fall and winter. In accordance with our offer of a day or two ago, we will ship six cars at \$3.50. If you take us at our offer, we will allow you 90 days credit.

Yours truly,

LESSON XI.

15. A may be represented before H or W by a dot. See lines 1 and 2.











































16. Ng and NK or Ngk, in words of one syllable, are written with n, followed by G or K, as the case may be. See lines 3 to 6.

17. A dot placed after a word indicates ING or THING, and S in the same position is used for INGS or THINGS. See line 7, 8 and 9.







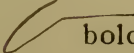


18. The syllable Ted or Ded may be represented by a disjoined T. Er, especially after wordsigns is represented by a disjoined R. ST, in like manner may be disjoined. See lines 10 to 14.

CHURCHILL SIMPLIS SHORTHAND.

LESSON XI—Continued

- | | | | |
|-----|--|--|---|
| 1. |  ahead |  aware |  awoke |
| 2. |  awake |  away |  awhile |
| 3. |  song |  sing |  king |
| 4. |  wrong |  ring |  wing |
| 5. |  bank |  plank |  sink |
| 6. |  trunk |  think |  ink |
| 7. |  anything |  going |  nothing |
| 8. |  doings |  saying |  something |
| 9. |  everything |  sending |  standing |
| 10. |  acknowledged |  allowed |  creditor |
| 11. |  traded |  accorded |  claimed |
| 12. |  trader |  weaker |  adopted |
| 13. |  kindest |  averaged |  discouraged |
| 14. |  entered |  paid |  resigned |

REVIEW.

- | | | |
|--|--|---|
|  bill |  bottom |  bounding |
|  built |  busy |  carpenter |
|  bold |  task |  desk |

CHURCHILL SIMPLIS SHORTHAND.

LESSON XI—Continued

center	2	dependent	2	does	2
discussion	2	dropped	2	enormous	2
down	—	done	—	ground	2
evident	2	found	2	gold	2
murder	2	nominal	2	obedient	2
obvious	2	occupy	2	per	2
pound	2	previous	2	prior	2
proprietor	2	proportion	2	rapid	2
re	2	resident	2	sent-d	2
sense	2	serious	2	since	2
sincere	2	situate	2	sound	2
their-there	2	thence	2	ton-ten	2
truth	2	than-then	2	various	2
they	2	thus	2	these	2

CHURCHILL SIMPLIS SHORTHAND.

LESSON XII

CONTRACTIONS WITH FINAL VOWELS.

above

did

look

beauty-ful

doubt

mail-most

appoint-ment-point

duly

move

assure-ance-sure

favor

name

avoid-able

feel-fill

people

behold-body

full-y

poor

call

few

possible

care

gave

power

carry

give-n

regard-less

charge

jury

this

could-curious

let-letter

very

PHRASING.

have been

you did not

you have been

I did not know

CHURCHILL SIMPLIS SHORTHAND.

LESSON XII—Continued

we have been

did the

they have been

did you

has been

your favor

it has been

your esteemed favor

which has been

your letter

what has been

your esteemed letter

there has been

did you know

I will be able

it is possible

you will be able

that is

he will be able

this will

we will be able

this can-kind

you may be able

this may

he did not

this letter

we did not

this is

JAN 31 1912

One copy del. to Cat. Div.

FEB 1 1912

JAN 31 1912

CHURCHILL SIMPLIS SHORTHAND.

LESSON XII Continued.

Gentlemen: Can you assure us that you will be able to ship the goods very soon after the tenth of May?

Yours truly,

Gentlemen: Your letter came today. We did not know that you would be able to call on us or we would have been at home. Will you send us a letter and let us know if you will be at your office on the tenth? Yours truly,

Gentlemen: Your esteemed favor came to hand today. The appointment will be made tomorrow and I trust the individual will be as good as are his claims. Yours truly,

L 3 2 1 26 - L a 2 x 2 10 00 . 2 x
L 1 2 3 4 5 6 7 8 9 10 11 12
0 1 2 3 4 5 6 7 8 9 10 11 12
L 3 4 5 6 7 8 9 10 11 12
1 2 3 4 5 6 7 8 9 10 11 12

WRITE IN SHORTHAND.

Gentlemen:

When you are ready for more street car signs let me know and I will order them for you. I hope that you can get these signs put in as they will aid you very much in advertising your school.

I hope that you will like your new location, and that you will do well in making this change.

Yours truly,

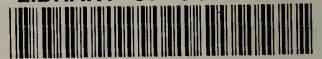




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